



## TOWN OF WEST HARTFORD

Finance Budget and Personnel Committee  
Town Hall, 50 South Main Street, Room 312  
July 24, 2019, 6:30PM

### MINUTES

#### Attendance

Shari Cantor (Chair), Leon Davidoff, Beth Kerrigan, Chris Barnes, Mary Fay, Ben Wenograd

#### Staff

Matt Hart (Town Manager), Garmon Newsom (Corporation Counsel), Gina Varano (Corporation Counsel), Joseph Dakers (Assessor), Peter Privitera (Finance Director)

#### Members of the Public

1. **Call to Order**-Mayor Cantor called the meeting to order at 6:30PM.
2. **Executive Session**- A motion was made by Mayor Cantor and seconded by Councilor Davidoff to enter into executive session in order to discuss three tax appeal matters. The committee remained in executive session until 6:55pm.
3. **Business Items**
  - a. **FY 2018/19 Sole Source Purchases Report** – Finance Director Peter Privitera discussed this business item with the committee. Sole source procurements and brand name specifications are required to be reported annually to the Town Council. For FY 18-19, there were four sole source purchases for police, parking division, information technology and fire.
  - b. **FY 2018/19 Year End Preliminary Projection**-Finance Director Peter Privitera updated the committee on year-end surplus projection and recommended allocation. For the FY 2020 budget preparations, replacement vehicles and equipment were not included in the budget and would be contingent on the availability of FY 2019 General Fund surplus. There is a projected \$2,450,479 surplus, which, after maintaining the Town's fund balance, leaves \$1,850,000 available for appropriations, including to the Utilities Services Fund.
  - c. **Recommended Distribution of FY 2018/19**-The Finance Director continued the discussion on recommended distributions of the FY 18/19 surplus. The committee will be asked to adopt resolutions based on the recommendations at an upcoming council meeting.
4. **Staff Reports**

- a. **Town Manager**-The Town Manager provided an update on key goals and objectives based on his most recent performance review. He walked the committee through the report and answered questions. The report will be carried as old business at the next meeting to allow the committee time to review and process the information.
- b. **Other**- Finance Director Peter Privitera and Corporation Counsel Gina Varano updated the committee on the status of the convenience charge and credit card taxes. Recent legislation has seemingly imposed a sales tax levied on parking costs that has delayed the July 1 implementation date for fees. Interpretation of the statute is varied and staff is seeking guidance from the committee on next steps.

The committee discussed available implementation options and collection methods. Next steps include staff completing further research and requesting legislative clarification. This item will be carried as old business at the next meeting.

5. **Adjournment**-Mayor Cantor adjourned the meeting at 8:23PM.